Summary of Conceptual Design Proposals

for New Payroll System

1. Concept: Increase and utilize the amount of payroll data received via interface from other computer systems.

Module(s) Possibly Affected: Master File

Benefits: a. Significant reduction (approximately 320 work hours) in time expended by payroll each biweek pay period.

b. Reduction in time utilized for four phase processing (approximately 48 work hours per biweek pay period).

c. Increased accuracy through elimination of processing via hard copy documentation.

d. Potential savings of approximately 50% in hard copy storage requirements for documentation currently input manually.

e. Potential reduction in queries to payroll regarding allotments from pay for credit union, insurance, VIP, etc.

f. Provides capability for more timely processing of input data.

Impact: a. Would require modification of computer systems affected by increased or new computerized interface.

b. Would require modification of existing front end procedures of payroll system.

2. Concept: Devise alternative methods to input time and attendance data, i.e. Optical Character Reader(OCR) or Cathode Ray Tube terminal (CRT).

Module(s) Possibly Affected: T&A

Benefits: a. Eliminate or significantly reduce payroll workload presently devoted to sight audit and manual batching of T&A cards (approximately 48 work hours per biweek pay period).

b. Eliminate time needed for four phase processing of T&A cards by ODP (approximately 200 work hours per biweek period).

c. Reduce payroll's missing T&A report workload (approximately 16 work hours per biweek pay period).

d. Possible greater flexibility in establishing edit criteria when special occasions arise affecting reporting of leave and/or premium time.

Impact: a. May impact on workload of the various components' T&A clerks.

b. May require new programs to facilitate CRT or OCR input process, for example;

(1) Mini-payroll file to verify employee number,

(2) Structured data to simulate a four phase T&A file,

(3) Computer routine to replace certain transaction codes used in T&A batching process.

3. Concept: Capture daily time and attendance information on a pay period basis.

Module(s) Possibly Affected: T&A

Benefits: a. Provide base of reference for computer reaction to effective dates that occur other than first day of current pay period.

b. Provide base of reference for computer processing of amended time and attendance reports.

c. Provide data base for response to any queries that pertain to duty status, including timely statistical reports for management.

Impact: If done without implementing Concept #2 a considerable increase in four phase time would be required. With implementation of Concept #2 a definite savings of four phase time would occur.

4. Concept: Provide for terminal retrieval of daily T&A data by payroll technicians.

Module(s) Possibly Affected: T&A

Benefits: a. Would minimize time required by payroll to obtain T&A data in response to queries and/or service questions raised in T&A exception listings.

b. Potential savings in ODP resources needed for response to ad-hoc requests for management information reports.

Impact: a. As noted in Concept #3 above, may require additional time to input daily T&A information.

b. Would require new programming since present system does not capture daily T&A information.

5. Concept: Computer processing of amended T&A's and computer reaction to effective dates predicated on daily T&A information.

Module(s) Possibly Affected: T&A, Pay Compute

Benefits: Significant reduction in time (approximately 614 work hours per biweek pay period) currently devoted to adjustments based on amended T&A's, [redacted] 25X1 and effective dates occurring on other 25X1 than the first day of the current pay period.

Impact: a. Would require new programming.
b. Would require that daily time and attendance data be input, captured, and stored by computer.

6. Concept: Provide capability for access, via terminal query, to all data from payroll's computerized history files.

Module(s) Possibly Affected: All

Benefits: a. Would allow OF management flexibility to structure query programs for management information.
b. Would provide Audit Staff with quick reaction query capability and flexibility to structure ad hoc query requests, as needed.
c. Would provide payroll technicians with quick reaction query capability.

Impact: Would require development of programs to provide for suitable access to computer history files.

7. Concept: Modify Biweek front end computer routine to capture certain NOCB data from interface tapes and;

(1) Pass to NOCB system via tape for master file input or,
(2) Prepare hard copy output in NOCB report format for delivery to and processing by NOCB.

Module(s) Possibly Affected: Master File

Benefits: a. More timely notification and processing of actions pertaining to NOCB pay cases.
b. Would reduce error messages on AOB exception listings and attendant actions required by biweek pay technicians.

Impact: Would require modification of current biweek payroll front end routine to identify and pass data applicable to NOCB pay cases.

8. Concept: Redesign NOCB Master File to interact with other systems.

Module(s) Possibly Affected: Master File

Benefits: a. Would provide data base for computer processing of routine actions passed from other computer systems, e.g., WGI's, Promotions, tax changes, etc

b. Would provide data base for automation of leave records on NOCB pay cases and automated posting of retirement records.

c. Would provide data base on NOCB pay cases for obtaining statistical information necessary for a viable Management Information System.

Impact: Would require development of new programs or modifications to present Master File structure to handle NOCB pay cases.

9. Concept: Automate posting of retirement records (SF 2806.CSC and Form 3114. CIARDS).

Module(s) Possibly Affected: Master File, Retirement History

Benefits: a. Reduction in time currently devoted to manual posting of retirement records (approximately 1100 work hours per year).

b. Reduction in errors associated with manual posting and filing of retirement cards.

c. Potential reduction in hard copy storage requirements. (NOTE: Information could be stored in computer and printed in hardcopy format, as required).

Impact: a. Would require development of computer programs to capture, store, and retrieve necessary retirement data.

b. Would require development of NOCB programs for automation of retirement posting for four week pay cases.

10. Concept: Devise alternate methods(CRT or OCR) for AOB pay technicians to update Master Files and input TEMPO adjustments.

Module(s) Possibly Affected: Master File, Pay Compute File

Benefits: a. Reduction in ODP time (approximately 88 work hours per biweek pay period) currently expended for four phase processing of Master File updates and TEMPO adjustments.

b. Could provide payroll technicians with more effecient query capability to determine status and number of adjustments in process for current pay period, thereby eliminating the preparation of duplicate adjustments.

c. Could be developed in conjunction with use of CRT or OCR for processing T&A's.

Impact: Would require development of software package to structure OCR or CRT output to simulate current four phase processing to minimize impact on PAY COMUTE programs.

11. Concept: Provide payroll with CRT terminal roster query and update capability.

Module(s) Possibly Affected: Master File

Benefits: a. Would provide more effecient method for distribution of incoming mail and capability for quicker response to any queries concerning basic payrolling information.

b. Would provide capability to enter all pay cases into system on a more timely basis.

c. Would eliminate printing and storage of hard copy rosters.

Impact: Would require development of programs to provide payroll with on-line query and update capability.

12. Concept: Design Master File in the payroll system to accept additional data without major reprogramming.

Module(s) Possibly Affected: Master File

Benefits: Would permit more timely addition of new items to Master File.

Impact: Would require change in each program that interacts with Master File.

13. Concept: Expand electronic Time and Attendance reporting for Overseas and Domestic installations and NOCB pay cases to be consistent with the concepts in this study for capturing daily T&A data.

Module(s) Possibly Affected: T&A

Benefits: a. Would provide capability for more timely processing of premium time and claim payments.

b. Would enhance automation of leave posting for all pay cases.

Impact: a. Would require additional communication time at field installations and Headquarters.

b. If leave posting automated, would require expansion of NOCB Master File to include leave data.

14. Concept: Structure pay and leave data in appropriate manner to allow for more detailed fiscal and/or calendar year analysis and retrieval.

Module(s) Possibly Affected: All

Benefits: a. Would provide OF with the capability to furnish management with detailed pay and/or leave data that must presently be derived manually.

b. Would provide capability for automated assistance in developing budgetary information.

Impact: Would require development of programs for capturing and extracting data in sufficient detail for further analysis and use by interested Agency components.

15. Concept: Devise a new input coding structure that will provide the capability to accept additional data items without the need for periodic revisions to the codes.

Module(s) Possibly Affected: All

Benefits: a. Would allow for automated processing of items dictated by new legislation or internal authorities, e.g., allowances, additional FEGLI or other life/health insurances, etc.

b. Would lessen the impact on ODP and payroll operations currently experienced when new items are added which often requires major reprogramming by ODP and manual payroll processing.

Impact: Would require development of a completely new Pay Compute routine or major modifications to the present one to restructure the current Data Identification Codes (DIC) which are an inherent part of this function.

General Impact Statement

In addition to the various items mentioned in the above impact statements, it should be noted that there may be a problem with installing additional CRT terminals in Key Building depending on the GRID capacity, terminal allocation to OF, and the supply of TEMPEST approved terminals at the time they are required.

It is also recognized that there are security implications applicable to certain concepts, however, due to the complexity of this matter we did not address this issue in the individual impact statements